



## **CITY OF KIRKLAND** **VERTICAL BANNER PERMIT APPLICATION**

Return to:  
Sudie Elkayssi  
City of Kirkland  
505 Market Street, Ste A  
Kirkland, WA 98033

Contact Name:	Phone:	Email:
Name of organization:		
Mailing Address:		
Event Name:	Date(s) of event:	# of Banners:
Purpose of Event:		
Requested Area(s): <input type="checkbox"/> <b>Central Business District</b> <input type="checkbox"/> <b>Juanita</b> <input type="checkbox"/> <b>Lakeview</b> <input type="checkbox"/> <b>Totem Lake</b> (check neighborhood, and circle site number(s))		
<b><u>Central Business District</u></b>  1. Lake Street & Central Way 2. Lake Street & Park Lane 3. Lake Street & Kirkland Ave 4. Kirkland Avenue @ Heathman Hotel 5. Lake Street & Anthony's Restaurant 6. 148 Lake Street (Calabria Restaurant) 7. 228 Central Way 8. 230 Central Way	<b><u>Juanita Neighborhood</u></b>  1. Juanita Dr @ Bayview Condos 2. Juanita Dr @ Juanita Creek Bridge 3. 100 <sup>th</sup> Ave NE @ Shadow Wood Condos 4. 100 <sup>th</sup> Ave NE & NE 132 <sup>nd</sup> St 5. NE 132 <sup>nd</sup> ST @ Juanita Elementary 6. 116 <sup>th</sup> Way NE @ Park N' Ride 7. NE 124 <sup>th</sup> St @ Emerson Apts. 8. NE 116 <sup>th</sup> St @ Public Storage 9. 98 <sup>th</sup> Ave NE @ Juanita Bay Boardwalk	<b><u>Lakeview Neighborhood</u></b>  1. 425 Lake Street (Sands Condos) 2. 510 Lake Street 3. Lake Street & Brinks Park North 4. Lake Street & Brinks Park South 5. Lake Street & Volleyball Court 6. 5808 Lake Washington Blvd. 7. 5612 Lake Washington Blvd. 8. 5501 Lake Washington Blvd.  <b><u>Totem Lake Neighborhood</u></b> 1. Totem Lake Blvd & NE 128 <sup>th</sup> St
<b>Office Use Only</b>		
Drop Off Date:	Banner(s) Up:	Pick Up Date:
Disposal Date:		
Artwork/Text Approved: YES    N/A	Payment received:	Submitted to PW:

### **HOLD HARMLESS AGREEMENT:**

The undersigned hereby make application to the City of Kirkland (City) for hanging banners and certifies the information given in the application and supporting material is correct. The undersigned further states that he/she has the authority to make this application and agrees that the applicant will observe all ordinances and regulations of the City of Kirkland. The applicant/organization agrees to indemnify, defend, and save harmless the City or its officers, agents, employees, alleging damage or injury arising out of the subject matter of this Agreement; provided, however, that such provision shall not apply to the extent that damage or injury results from the sole fault of the City or its officers, agents, or employees. "Fault" as herein used shall have the same meaning as set forth in RCW 4.22.015. The applicant further agrees to reimburse the City of Kirkland for any damage arising from the applicant's use of said equipment/hardware. The applicant or his agent has examined and inspected the equipment/hardware for defects and finds them fit and safe for the purpose stated above.

\_\_\_\_\_  
Applicant Name (print)

\_\_\_\_\_  
Approved By

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## **CITY OF KIRKLAND** **VERTICAL BANNER PERMIT GUIDELINES**

### **Purpose**

The purpose of this program is to allow for the display of artwork, public service messages or event announcements promoting community events taking place within City of Kirkland limits, in the form of vertical banners hung in a safe orderly manner. A permit from the City of Kirkland must be obtained prior to hanging a banner within any public right-of-way.

### **Applicants**

Applicants must meet the following criteria:

1. A Kirkland based organization
2. Non-religious or political in nature
3. City sponsored\*

\*For the purpose of this policy, City sponsored shall be defined as a permittee who meets at least one of the following criteria:

- Receives grant money from the City of Kirkland
- Has a contractual relationship with the City of Kirkland
- Receives in-kind services from City of Kirkland staff, or
- The City is a member of permittee's organization

### **Banner Specifications**

Banners shall meet all of the following criteria:

- Banner text will reflect a public service message, community event announcement or artwork
- Banner must be professionally designed and manufactured or produced by a banner company, not "homemade"
- Banner must be printed on both sides
- Banner must be exactly 30" wide x 60" long
- Both top and bottom pole sleeves must be 2" each and reinforced
- Banner must have 2 reinforced grommets; one on top and one on bottom placed approximately  $\frac{1}{2}$ " –  $\frac{3}{4}$ " from center of grommet to finished edge. See graphic at right.
- No internal ropes or wind slots
- Artwork for new banners must be submitted and approved by the City prior to construction
- Sponsorship Standards:
  - Logo and business/organization name may be placed on a banner when the business or organization is associated with a City sponsored event as defined in KMC 19.32.040.
  - Logo and business/organization name must be located at the bottom of the banner
  - Logo and business/organization name may take up a boxed area no greater than 15% of the banner size





## **CITY OF KIRKLAND** **VERTICAL BANNER PERMIT GUIDELINES**

Banners hung within the public right-of-way without a permit will be removed by the City of Kirkland and the responsible party invoiced for the cost of removing the banner(s).

### **Reservation Instructions**

- **Application:** Return the completed application, check made out to the City of Kirkland, and art/text design (for new banners) to:  
Sudie Elkayssi  
City of Kirkland  
505 Market Street, Ste A  
Kirkland, WA 98033
- **Fees:** \$25 Banner Permit Fee, plus Banner Installation Fees  
\* **Note:** 0-8 vertical banners = \$150.00 installation fee; each additional banner is \$15.00
- **Delivery:** Banner(s) must be delivered to the Maintenance Center, 915 8<sup>th</sup> Street, one week prior to the hanging date. Maintenance Center hours are 6:30am - 3:30pm, Monday-Friday, closed holidays. Late banners will be hung as workload allows.
- **Pickup:** Banner(s) must be picked up within 2 weeks of the removal date. Any banner not picked up in a timely manner will be recycled on the disposal date (see permit).
- **Duration:** Banners will be hung no more than two weeks in advance of an event and will be removed the first business day following the event.
- **Guidelines:** Reservations are made on a first-come, first-served basis and will not be taken more than 6 months in advance. Reservation of any one site is limited to no more than one reservation per month by any one group.

**Note:** *Neighborhood Associations, which sponsor vertical banner sites, have reservation priority at those sites from May 1 to October 31 and may request a vertical banner permit of up to six months duration. Neighborhood Associations must submit their applications between November 1 – December 31, after that, reservations at those sites will be handled on a first-come, first-serve basis.*